



WASHOE COUNTY

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CM/ACM ___

Finance ___

DA N/A

Risk Mgmt N/A

HR N/A

STAFF REPORT

BOARD MEETING DATE: October 13, 2015

DATE: September 15, 2015

TO: Board of County Commissioners

FROM: Michael L Sullens, CPM, Purchasing and Contracts Manager
328-2281; email: msullens@washoecounty.us

THROUGH: Leticia Harris, Contract Services Supervisor, Community Services
Department 328-2053, email: lharris@washoecounty.us

Eric Crump, Operations Division Director, Community Services
Department 328-2182, email: ecrump@washoecounty.us

SUBJECT: **Recommendation to award Bid #2947-16 for Janitorial Services for Washoe County High Security Buildings to the lowest responsive and responsible bidder, Qual-Econ U.S.A., Inc, 1015 Telegraph Street, Suite C, Reno NV 89502, for sixteen (16) high security buildings in the amount of \$58,067.00 per month subject to possible price reductions as negotiated by the Contracts Services Supervisor; and authorize the Purchasing and Contracts Manager to execute a two (2) year agreement with one (1) single year renewal option [estimated annual value \$696,804 per year]--Purchasing. (All Commission Districts)**

SUMMARY

Recommendation to award Bid #2947-16 for Janitorial Services for Washoe County High Security Buildings to the lowest responsive and responsible bidder, Qual-Econ U.S.A., Inc, 1015 Telegraph Street, Suite C, Reno NV 89502, for sixteen (16) high security buildings in the amount of \$58,067.00 per month subject to possible price reductions as negotiated by the Contracts Services Supervisor; and authorize the Purchasing and Contracts Manager to execute a two (2) year agreement with one (1) single year renewal option [estimated annual value \$696,804 per year].

Strategic Objective supported by this item:

- Safe, secure and healthy communities
- Stewardship of our community

AGENDA ITEM # 10

PREVIOUS ACTION

On September 11, 2012 the Board awarded Bid No. 2826-13, Janitorial Services for the Washoe County High Security Buildings to Qual-Econ U.S.A., Inc., in the amount of \$50,749.00/per month for sixteen (16) high security buildings for a period of two years, with a single year renewal option, BCC

On September 22, 2009 the Board awarded Bid No. 2675-09, for Janitorial Services for the Washoe County High Security Buildings to Qual-Econ U.S.A., Inc. in the amount of \$54,008.00/per month for seventeen (17) high security buildings for a period of one year with two single year renewal options, BCC 09-992, approved.

On February 20, 2007 - Facility Management presented a side-by-side comparison report of custodial contracts vs. in-house costs for custodial services. As a result of the discussion, the BCC re-authorized the outsourcing of the janitorial services for Washoe County buildings; BCC 07-226, approved.

BACKGROUND

The current janitorial service agreement with Qual-Econ U.S.A. for Washoe County's High Security Buildings expires on 9/30/2015 but will be extended until award of the new agreement. Outsourcing janitorial services has proven successful in providing competitive and satisfactory cleaning services to our buildings since 1999. Since 2001, there have been an increasing number of buildings and programs requiring a higher level of security clearance for custodial contractors. The Community Services Department has determined that having one janitorial service provider for all sixteen (16) of the County's high security buildings increases security, reduces turnover, and improves efficiency for administration of the high security janitorial services contract.

This current recommendation is for a combined award to a single vendor for the purpose of having one contract in place to cut down on the number of different bids and contracts that are brought before the Board and must be administered by Purchasing and the Community Services Department. These facilities include:

- Washoe County Complex
- Mills Lane Building
- New Court House
- Old Court House
- Liberty Center
- Sheriff Admin Offices
- Edison Way Building
- Jan Evans Juvenile Justice Center
- Longley Lane Complex
- Regional Safety Training Center
- Emergency Operations Center
- Public Administrator
- 224 Edison Way Building
- New Sparks Justice Court

- Public Guardian
- Fusion Center Administrative Offices

Sealed Bids were opened in the Purchasing office at 2:15 p.m., September 2, 2015. The bid was duly advertised in the Reno Gazette-Journal and Demand-Star resulting in the receipt of three (3) bids.

After an analysis and evaluation of the bids by Leticia Harris, Facility Management, Contract Services Supervisor and Mike Sullens, Purchasing and Contracts Manager, it was determined that the lowest responsive and responsible bidder is Qual-Econ U.S.A based on qualifications, local references, proposed staffing, and hours of service. Qual-Econ U.S.A. is the County's current provider for janitorial services of Washoe County's high security buildings and has successfully performed to the County's standards over the previous contract period. Qual-Econ U.S.A. has maintained the one-plus million square feet of high-security space, demonstrating professionalism and responsiveness to the County's needs, including emergencies.

The low bid received from Facility Services Group LLC is deemed to be non-responsive based on their inability to provide local references as required in the bid and taking no exceptions to that requirement. In addition, their proposed hours to complete the work are 17% lower than the current providers and may not be sufficient to meet and maintain the County's cleaning standards. For a side-by-side comparison of the bidder's costs per month, number of proposed staff, and proposed number of hours per day/cleaning to perform janitorial services, please see the attached evaluation spreadsheet.

Pricing shown below is the aggregate monthly amount for all locations:

RESPONDING BIDDERS:

Aggregate Cost per Month for All 16 Locations

FSG	Monthly Cost:	\$48,941.35
8985 S. Eastern Avenue, Ste 210	Hrs of Service/day	204
Las Vegas NV 89123	# of employees	44
Qual-Econ U.S.A. Inc.	Monthly Cost:	\$58,067.00
1015 Telegraph Street, Suite C	Hrs of Service/day	245.5
Reno NV 89502	# of employees	45
Wow Cleaning Corporation	Monthly Cost:	\$77,446.74
2720 Wrondel Way, Suite A	Hrs of Service/day	251.5
Reno NV 89502	# of employees	43

FISCAL IMPACT:

Funds for this expenditure are allocated in the Community Services Department Budget in Cost Center/Account 105306-710202.

FISCAL IMPACT CONT.

Based on the National Association of Educational Procurement (NAEP) formula for calculating multiple bid savings, this bid process resulted in an approximate eight (8%) savings over the average of the non-awarded bids. Multiple bid savings are calculated by the difference between the awarded bid and the average of the non-awarded bids.

RECOMMENDATION

It is recommended that the Board award Bid #2947-16 for Janitorial Services for Washoe County High Security Buildings to the lowest responsive and responsible bidder, Qual-Econ U.S.A., Inc, 1015 Telegraph Street, Suite C, Reno NV 89502, for sixteen (16) high security buildings in the amount of \$58,067.00 per month subject to possible price reductions as negotiated by the Contracts Services Supervisor; and authorize the Purchasing and Contracts Manager to execute a two (2) year agreement with one (1) single year renewal option [estimated annual value \$696,804 per year].

POSSIBLE MOTION:

Should the Board agree with staff's recommendation, a possible motion would be:

“Move to approve the Award of Bid #2947-16 for Janitorial Services for Washoe County High Security Buildings to the lowest responsive and responsible bidder, Qual-Econ U.S.A., Inc, 1015 Telegraph Street, Suite C, Reno NV 89502, for sixteen (16) high security buildings in the amount of \$58,067.00 per month subject to possible price reductions as negotiated by the Contracts Services Supervisor; and authorize the Purchasing and Contracts Manager to execute a two (2) year agreement with one (1) single year renewal option [estimated annual value \$696,804 per year].”

Janitorial Services
High Security Buildings
Bid No. 2947-16 Tabulation Sheet

Wednesday, September 02, 2015

Locations	FSG			Qual-Econ			Wow Cleaning Corp		
	Cost Per Month	# of staff	# of hrs per staff	Cost Per Month	# of staff	# of hrs per staff	Cost Per Month	# of staff	# of hrs per staff
#1 Washoe County Complex	\$11,078.90	8	6	\$11,270.00	9	7	\$20,718.19	9	7
#2 Mills Lane-1 S. Sierra St	\$6,963.76	4	6	\$10,172.00	5	6	\$9,866.00	5	6
#3 New Courthouse-1 S. Sierra St	\$4,481.23	3	6	\$5,665.00	3	6	\$5,919.48	3	6
#4 Old Courthouse-75 Court St	\$4,112.96	3	6	\$7,025.00	4	5	\$6,577.20	4	5
#5 Old Courthouse-Weekends	\$453.49	2	2	\$660.00	2	3	\$1,315.44	2	5
#6 Liberty Center-350 S. Center St	\$4,024.51	3	6	\$5,170.00	4	7	\$9,208.08	4	8.75
#7 Sheriff Admin Offices	\$4,272.40	3	6	\$5,505.00	3	8	\$7,892.64	3	8
#8 Edison Way Bldg-230 Edison Way	\$2,519.35	2	4	\$660.00	1	3	\$986.58	1	3
#9 Jan Evans Juvenile Justice Cntr	\$2,298.90	2	4	\$2,310.00	2	6	\$3,946.32	2	6
#10 Longley Lane Complex	\$857.53	2	3	\$1,750.00	2	3	\$657.72	1	5
#11 Regional Safety Training Cntr	\$1,662.76	2	3	\$2,100.00	2	5	\$3,288.60	2	5
#12 Emergency Operation Center	\$2,132.03	2	3	\$2,090.00	2	5	\$3,288.60	2	5
#13 Public Administrator	\$675.93	2	3	\$495.00	1	2	\$657.72	1	2
#14 224 Edison Way	\$675.93	2	3	\$495.00	1	2	\$657.72	1	2
#15 New Sparks Justice Court	\$1,772.10	2	3	\$1,875.00	2	4	\$1,315.44	1	4
#16 Public Guardian	\$675.75	1	3	\$550.00	1	2	\$657.72	1	2
#17 Fusion Center Admin Offices	\$283.82	1	1	\$275.00	1	1.5	\$493.29	1	1.5
Total monthly cost	\$48,941.35	44	68	\$58,067.00	45	75.5	\$77,446.74	43	81.25

Bid Surety / Cashiers Check
Disclosure/Debarment Stimts

CK# 7105508795
Yes

9/1/2015

CK# 725064
Yes

8/31/2015

References

Exceptions

Health Benefits

CK# 0647202760
Yes

9/2/2015

No local references

No

Yes W2 & 32 hr employees

None identified

Medical - No - In process

Medical - No - In process

Medical - No - In process

Medical - No - In process